

**OFFICE OF HUMAN CAPITAL MANAGEMENT INNOVATIONS AND SOLUTIONS
ENTERPRISE TRAINING SERVICES, HC-21**

Commerce Science and Technology Fellowship (ComSci)

- Objective:** The purpose of the ComSci Program is to provide a hands-on learning experience for participants, increasing their understanding of: technological innovation as a source of national and international economic growth; the relationship of science and technology to government policies on economics, trade, education, and fiscal matters; the organization of scientific and technological activities in the Federal Government; and the technical activities and problems in other executive, legislative, and judicial agencies of the government, thereby motivating and encouraging the development of cooperative endeavors and programs.
- Eligibility:** To be considered eligible for the ComSci Program, applicants must be career Federal Government employees of the Executive Branch; must be U.S. citizens; must have completed their undergraduate education; must be a level GS-13, GS-14, or GS-15 (or equivalent) in a professional or management series or SES; and must be nominated by their agency for consideration by the program.
- Program Overview:** Two ComSci options are offered to applicants:
- 1. The ComSci Program With Work Assignment (Full-time Program)**

This option offers a 10-month, intensive and challenging work assignment in an executive or legislative branch office (generally in the Washington Metropolitan Area), coupled with the policy study and leadership program of weekly-scheduled ComSci seminars, site visits, and other activities. It is designed to provide participants who choose the full-time program with policy-making and program-management experience at the highest executive levels. Guidance and assistance in seeking one's full-time work assignment is provided. Fellowship assignments are structured around the interests, qualifications, and developmental needs of each participant. Work assignments are aligned to each participant's specialty or competence. The tuition cost for this option is \$7,500.
 - 2. ComSci Program Without Work Assignment (Part-time Program)**

This option is a 10-month policy study and leadership program without the work assignment. This option allows individuals to participate in ComSci on a once-a-week, part-time basis. Participants continue to work at their home agencies throughout the duration of the program while attending weekly and specially scheduled ComSci events. Option 2 is best suited for individuals in the Washington Metropolitan Area or for individuals who are able to commute to Washington, D.C., for one day each week. The tuition cost for this option is \$7,500.
- For full-time or part-time participants, the ComSci Program combines intensive education and orientation activities. The ComSci Fellows experience

a broadening of knowledge and understanding not achievable through traditional fellowship programs. In turn, the ComSci Program develops, within the personnel of the federal service, the skills and resources needed to conceive, plan, and effectively and intelligently implement national programs dealing with complex scientific and technological issues.

ComSci Fellows meet for weekly seminars, site visits, or special programs intended to involve them in discussions on current science and technology issues. Invited speakers include experts from government agencies, the private sector, and academia. When appropriate, weekly seminars take the form of short tours of research and industrial facilities in the Washington Metropolitan Area.

Other special features of the ComSci Program include a one-week congressional orientation, which provides a series of briefings on the legislative process, and a one-week policy study trip, which combines extensive on-site visits to scientific institutions and industrial organizations, highlighted by in-depth discussions with senior level executives.

Components:

Through weekly seminars, site visits, and a policy study trip, Fellows delve deeply into the “how’s, why’s, and where’s” behind decision-making, increasing their knowledge and understanding of science and technology policy-making and management.

Through specially designed presentations and projects, Fellows are given a portfolio of information and opportunity to increase and expand their leadership skills, working with, and networking with, peers from agencies throughout the Federal government.

In addition to the structured study provided by the seminars, Fellows typically spend 10-months on a policy-related assignment in another Federal agency or on Capitol Hill.

Cost:

Tuition is \$7,500 for either program and is the responsibility of the participant’s organization, as are any travel and per diem expenses.

Program Cycle:

10 months, beginning in September 2008.

Continued Service Agreement:

Successful applicants must sign a Continued Service Agreement in order to participate in this program. The form is available on the ETS web site, <http://ets.energy.gov/cdp.html>, and should be included with the nomination package. The period of obligated service is 255 days.

Nomination Procedure:

Applicants are nominated for consideration for the ComSci Program by a designated agency representative (generally a training officer, supervisor, division chief, etc.). In general, nominations are based on the candidate's qualifications, accomplishments, and potential for career growth. *Nomination by an agency does not ensure a candidate's selection by the ComSci Program.*

The nomination process ensures that applicants:

- meet the minimum eligibility requirements;
- have the signature of an approving official, authorizing the applicant to

participate in the program (if selected);

- have their agency's support for participation (if selected) in the program;
- have their agency's commitment to provide the time for the applicant to participate in the program; and
- have their agency's commitment to provide the funds to support their participation (if selected) in the ComSci Program.*

**The signature of the nominating official denotes agreement to support the applicant's salary, fringe benefits, housing or relocation expenses required, local travel expenses, the tuition fee (\$7,500 for either option of the program), and expenses associated with the one-week field trip (which are estimated to be about \$2,500).*

Step 1: For those organizations currently using the Corporate Human Resource Information System (CHRIS) training workflow, please use workflow to submit your request for training enrollment in **Course #001563, Session 0002**. For those organizations not currently using the training workflow process, please follow your existing interoffice registration process.

Step 2: When the training request is approved, complete a nomination package; it must include complete **Nomination form, application**, and supporting documentation. Each package must be coordinated through his or her training **liaison/coordinator**.

Step 3: Submit nomination materials to Sandra Merrill, Career Development Specialist, HC-21 via email, Sandra.merrill@hq.doe.gov or fax (505) 245-2113.

Applications are competitive, and applicants will be interviewed by the ComSci Program before final selections are made.

Nom. Due Date: April 2, 2008.

Points of Contact: Karen Lerma, Corporate Training Officer, Office of Innovations and Solutions, Enterprise Training Services at (202) 631-9940, e-mail karen.lerma@hq.doe.gov or Sandra Merrill, Career Development Specialist, (505) 245-2112, e-mail sandra.merrill@hq.doe.gov.

Additional Information More detailed information on the program is available on the ComSci website at <http://www.comsci.nist.gov/index.html>.